

Faculty of Arts and Science
Return to Studies Form
Last Updated: 18 February 2015

Please note that by agreeing to the terms of submission on the form, you acknowledge that the provision of false information will be considered a departure from academic integrity and will be investigated accordingly.

Students who were away on a Letter of Permission, Exchange or Internship program do not need to complete this form as they may resume their registration through SOLUS.

ALL other students who have been away from Queen's University for the preceding one or more Fall and/or Winter Terms must complete and sign this form, with the following *exceptions*:

- Students in good academic standing who transferred to a degree program at another post-secondary institution (other than a graduate program) and wish to return to Queen's University;
- Students who graduated from a two- or three-year diploma program at a post-secondary institution;
- Students in good academic standing who have completed more than 3.0 university-level credits (including failures) at another post-secondary institution but did not have a Letter of Permission.

Students noted above must apply for readmission as external applicants. Application procedures may be found at the Office of the University Registrar, Undergraduate Admission website (<http://www.queensu.ca/admission/apply/upperyear.html>).

Please fax completed form to 613-533-2467, scan and email to asc.registration@queensu.ca or drop it into the office on the First Floor of Dunning Hall.

Student Number: _____ Name: _____

Phone number: _____ Email address: _____

Requested Degree Program and Plan: _____

Eg. ENGL-M-BAH; CHEM-G-BSC

(NOTE: Due to program capacity and eligibility requirements we may not be able to accommodate your program request. Students will be contacted by email should they be deemed ineligible for their requested program.)

Expected Graduation Date: _____ Are you an international student? _____
(If unknown or not applicable, please indicate) Yes or No

Will you be taking courses on Campus ____ or through Distance Education ____ ?

Please indicate when you plan to resume your studies at Queen's (term/year): _____

Please select only ONE of the following:

A. Students who did not attend another post-secondary institution while away from Queen's University must sign the declaration below:

I certify that I have NOT attended another post-secondary institution since leaving Queen's University.

Signature: _____ Date: _____

B. Students who, since leaving Queen's University, attended only a graduate program at another post-secondary institution must sign the declaration below:

I certify that, since leaving Queen's University, I have attended only a graduate program at another post-secondary institution.

Signature: _____ Date: _____

C. Students who attended another post-secondary institution while on probation and/or under a Requirement to Withdraw must sign the declaration below:

I understand that I will not receive transfer credit(s) for courses taken at another post-secondary institution while I was on academic probation and/or under a Requirement to Withdraw.

Signature: _____ Date: _____

(NOTE: Students who are returning after a Requirement to Withdraw for three years must first appeal to the Associate Dean (Studies) to have the Requirement to Withdraw waived before completing this form.)

D. Students in good academic standing who, *without a Letter of Permission*:

- (i) **completed the equivalent of 18.0 or fewer Queen's units (including failures) at another post-secondary institution or;**
- (ii) **were in, but did not complete, a two- or three-year diploma program at another post-secondary institution**

must sign the declaration below:

I certify that I have attended a post-secondary institution under one of the categories noted in D(i)-(ii) above and I understand that I will not receive transfer credit(s) for courses taken at another post-secondary institution for which I did not receive a Letter of Permission.

Signature: _____ Date: _____

E. Students in good academic standing who did not receive a Letter of Permission and who wish to have transcripts evaluated for the purpose of receiving transfer credit from another institution must apply for readmission as an external applicant and meet minimum admission requirements. Information on how to apply can be found at the Office of the University Registrar, Undergraduate Admission website at (<http://www.queensu.ca/admission/apply/upperyear.html>). *Some academic Programs (including the Program in which you were registered before leaving Queen's)* may be closed to external applicants. *It is therefore strongly recommended that you speak to an academic advisor in the Faculty of Arts and Science before applying or signing the declaration below:*

I certify that I have read the statement above and that I am choosing to re-apply as an external applicant. I understand that I must meet the minimum external admission requirements and that some programs may be closed to me as an external applicant.

Signature: _____ Date: _____

Office Use Only

Program/Plan Updated: _____
Program/Level (if different from program requested) Date Initials

Student Term Activated: _____
Date Initials

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will form part of your student record at Queen's and will be shared with the Office of the University Registrar. The information will be used to determine your eligibility to return to studies in the Faculty of Arts and Science, as well as the appropriate degree program for registration purposes. If you have any questions or concerns about the information collected or how it will be used please contact the Faculty of Arts and Science, Dunning Hall, First Floor or by telephone at 613-533-2470.